WERRINGTON PARISH COUNCIL

Adopted 2019

GRANTS POLICY

REVIEWED: MARCH 2025
NEXT REVIEW: MARCH 2027

Werrington Parish Council Grants Policy

Werrington Parish Council has limited funds available to assist community groups/organisations, located and working in Werrington, for the benefit of the community. Subject to funding being available, Werrington Parish Council is committed to providing assistance and support to local community groups/organisations looking to run projects that will benefit local residents. The Council's financial support is provided by:

- A **Small Grants Scheme,** which will be decided against criteria set by, and which can be amended from time to time by, Werrington Parish Council. This scheme runs annually from 1st April to 31st March, and once all funds have been allocated, the scheme will close until the next financial year. **The maximum grant available under this scheme is £500.**

In order for the Council to be able to assess applications rationally and objectively, many of which will inevitably be dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships that encourage and enable local community groups/organisations to deliver local projects to the residents of the Parish. In general, the following principles apply:

1. Assistance will be given based on need, merit, and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Werrington.
3. Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
4. Organisations should not make a presumption that funding will continue on a year-to-year basis.

The Aims of the Council's Grant-Making Policy

Werrington Parish Council provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities.
2. To help the parishes' voluntary groups to improve their effectiveness.
3. To support new and innovative projects to benefit the community.
4. To support organisations that meet the needs of people experiencing social and economic difficulties.
5. To ensure that there is equality of access and opportunity for all parishioners of Werrington to the services available.
6. To improve or enhance the local environment.

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7. To achieve value for money.

The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee. The Council can only donate funds to organisations if the Council have a 'Power' to do so.

The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution* and dedicated bank account*, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested. (* evidence must be provided)

The amount of money available for grants may vary each year, depending on the overall council budget.

Werrington Parish Council particularly welcomes applications from small or newly formed groups and those with innovative ideas to benefit the community.

Werrington Parish Council uses the following criteria to decide on grant applications:

1. Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
2. Level of benefit to Werrington and the impact the grant will make.
3. Evidence of a well-managed group including previous experience and track record.
4. Financial sustainability and viability of group and/or project.
5. Evidence of partnership working.

Werrington Parish Council will not fund the following:

1. Organisations that do not provide a service to the community in Werrington.
2. Individuals, unless they are providing a service to benefit residents.
3. General appeals.
4. Statutory organisations or the direct replacement of statutory funding.
5. Political groups or activities promoting political beliefs.
6. Religious groups where funding is to be used to promote religious beliefs.
7. Arts & sports projects with no community or charitable element.
8. Medical research, equipment or treatment.
9. Animal welfare.
10. Projects that may take place before an application can be decided.

11. Organisations that have a closed or restricted membership.

12. Equipment or other costs that have already been purchased or incurred prior to the application being considered.

Werrington Parish Council Grants - Grants are usually offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

The application process

Groups must apply for funding using the appropriate application.

Grant application forms are available from the Clerk. The Clerk can also assist any group having difficulties completing the application form. Grant applications will only be considered if all sections of the form are completed, and appropriate supporting information/evidence is supplied where requested. All valid grant applications will be assessed by the Grants Panel and presented to the Full Council for consideration, or by the Full Council. All applicants will be notified of the Council's decisions.

Payments

Grants will be paid by bank transfer to the account provided on the application form.

Monitoring and reporting requirements

As a condition of receiving a grant from Werrington Parish Council you are required to complete a short evaluation form.

Groups are expected to provide Werrington Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Parish Meeting. Successful applicants may be invited to speak about their projects at the Annual Parish Meeting.

General grant conditions

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1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
2. Applications for projects where the work has already been completed will not be considered.
3. We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
4. Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.

5. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equality).
6. Should for any reason the organisation disband or the project is not completed, the Council may ask for all or part of the monies to be paid back.
7. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
8. To receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
9. Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from Werrington Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.